

**Job Title: Counselor (Part Time)****Location: Vellore**

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**Key Responsibilities**

- Counselling will take into account the emotional and psychological needs of the beneficiaries and staff
- Help identify, understand and treat behavioural changes attributable to the treatment of disease.
- Counselling Parents on the following occasions:
  - Induction post 3 weeks
  - During stay as needed by Parents or as recommended by Centre Staff or felt necessary by the counsellor herself
  - Exit counselling just before discharge
  - As and when required after the return
- Counselling beneficiaries on behavioural issues brought to the counsellor's notice or any medical or other need of the beneficiaries.
- Is responsible for providing follow up counselling as needed.
- Provides regular feedback to Centre Leads to help them handle situations in the centre.
- Conducts group sessions to guide common problems faced by families.
- Counselling Staff
  - If behavioural issues have been brought to notice by colleagues/ seniors or families
  - If the staff has their own emotional needs
- Documentation
  - The counsellor shall also complete documentation after every counselling session in the expected format in the way that such information can be easily retraced to as and when required, fully bearing in mind the aspect of confidentiality,
  - Submits regular detailed reports

**Desired Competencies**

- Excellent and fluent in written, oral communication skills in English, Hindi, Marathi.
- Good written and verbal presentation skills
- Sound knowledge of computer applications, including excel, PowerPoint, Mail champ
- Bent of mind for understanding social issues
- Ability to work independently, without constant direction
- Ability to identify work
- Relationship building (inter-personal skills)
- Strong execution mind set

**Qualification and Experience**

- Degree in counselling/Life skill education/Psychology
- 3 to 4 years of experience practicing Counselling.

**How to apply-**

Interested candidates are invited to submit their resume along with a cover letter detailing their relevant experience and motivation to **[contact@pmspl.net.in](mailto:contact@pmspl.net.in)**